

Seoul National University AI Guidelines

Enacted Jan. 1, 2026

Seoul National University (“University”), as one of the leading institutions of higher education and research in the Republic of Korea, has proactively responded to social change and technological advancement. The rapid and transformative development of artificial intelligence (AI) technologies in recent years is bringing fundamental changes across all areas of the University, including education and learning, research and development, and administrative operations. These changes present new opportunities while simultaneously calling for a redefinition of ethical and social responsibilities.

AI has a substantive impact on educational and scholarly activities, including data analysis, experimental design, writing, and manuscript preparation. When used appropriately, it can significantly enhance research productivity and learning efficiency. At the same time, concerns have been raised regarding potential risks such as eroding critical thinking, constraining creative scholarly work, facilitating academic misconduct, and undermining fairness in evaluation. A priority, therefore, is that all members of the University understand both the benefits and limitations of AI and employ it in a responsible manner.

In response to these evolving demands, the University has established these Guidelines to encourage the productive and responsible use of AI technologies and to set forth ethical standards encompassing trustworthiness and safety. These Guidelines apply to all intramural members, including faculty, students, researchers, developers, and administrative staff. These Guidelines also present voluntary principles to be referenced when using AI for education and learning, research and development, and administrative purposes. They cover not only the direct use of AI, but also activities such as developing AI technologies and incorporating, modifying, sharing, citing, or processing AI-generated outputs. In addition, these Guidelines shall apply, as appropriate, to external collaborations, joint research projects, and commissioned development activities that are led by, or for which responsibility is assumed by, any member of the University.

The purpose of these Guidelines is to set forth principles for the appropriate use of AI across education and learning, research and development, and administrative functions, and to issue recommendations for putting those principles into practice. Rather than imposing uniform prohibitions or restrictions on AI use, the Guidelines are intended to support context-specific judgment, creative approaches, and clear communication. The use of AI should respect the autonomy of University members, grounded in the trust that underpins the University’s academic community, and should be carried out in a manner that harmonizes creative scholarly activity with social responsibility.

These Guidelines are intended to remain consistent with the Regulations of the Seoul National University Research Integrity Committee, internal regulations of each department, relevant laws and regulations, and guidelines issued by extramural organizations. They will be continuously reviewed and refined in response to technological advances and changes in the operating environment. The University expects that, through a proper understanding and implementation of these Guidelines, all members will engage in the responsible use of AI and work together to foster a sound and trustworthy academic culture.

Chapter 1. Usage Guidelines

1. Selecting and Using AI Tools

(1) Clarifying Purposes

Before using AI, users should clearly define the intended purposes they seek to achieve. AI should be understood not as a tool that merely replaces human effort, but as a supportive instrument that assists creative thinking and problem-solving. Users are encouraged to plan specifically which aspects of their work will benefit from AI support.

(2) Understanding Technological Characteristics

Different AI technologies exhibit varying levels of performance, functionality, data training methods, and inherent limitations. Users should develop a sufficient understanding of these characteristics and constraints and select the AI technology most appropriate to their intended purpose.

(3) Using Appropriate Inputs

The quality of AI-generated outputs can vary significantly depending on the quality of inputs such as prompts. To fully leverage the potential of AI, users should learn how to formulate clear and specific prompts and try to refine them through iterative revisions to achieve optimal results.

(4) Adapting to Technological Change

As AI technologies evolve rapidly, University members who utilize AI are expected to remain informed about current developments and limitations and to adapt their use of AI accordingly.

2. Harmonizing AI Use and Creativity

(1) Using AI as a Tool for Creativity

Beyond simple task automation, AI can be effectively employed to support creative activities, including idea generation, exploration of diverse perspectives, and the search for solutions to complex problems. Users should critically assess ideas suggested by AI and combine them with their own original thinking to create new value.

(2) Maintaining Critical Thinking

Users should avoid uncritical acceptance of information or solutions provided by AI. Care must be taken to prevent overreliance on AI from diminishing one's own critical thinking abilities. Users are encouraged to continuously question and verify AI-generated outputs.

(3) Maintaining Proactive Learning Attitude

AI technologies continue to develop and change. University members are expected to actively engage with AI while continuously monitoring technological trends as well as

ethical and social issues, and to make ongoing efforts to develop the competencies required in the AI era.

Chapter 2. Ethical Guidelines

1. General Principles

(1) Disclosing and Acknowledging AI Use Transparently

In order for the University to fully realize the benefits of AI use in education and learning, research and development, and administrative operations, it is essential to establish a trust-based environment in interactions among University members and with extramural parties. To build and maintain such trust, members of the University should, to the extent possible, share and appropriately acknowledge their use of AI in educational, research, and administrative processes.

(2) Verifying and Reviewing Facts and Sources

Outputs generated through the use of AI may be misleading, inaccurate, or factually incorrect, and may infringe upon copyright. They may also contain expressions inconsistent with the purpose and objectives of educational, research, and administrative activities conducted by University members or may constitute plagiarism. Accordingly, prior to using or distributing such outputs, necessary fact-checking, source verification, review, and revision should be conducted.

(3) Ensuring Copyright, Privacy, and Information Security

University members must comply with relevant laws, regulations, and University rules concerning copyright, privacy, and information security when using AI. In particular, when using generative AI, they must ensure that inputs such as data or prompts do not include personal information, copyrighted works, or other content that infringes upon the rights of others or violates applicable laws or University regulations.

(4) Mitigating Bias and Ensuring Ethical Use

AI tools may reflect, amplify, or propagate biases and forms of discrimination embedded in society. University members should be aware of the potential risks associated with AI use and take proactive measures and make diligent efforts to minimize such risks and ensure the ethical use of AI.

(5) Aligning with Other Regulations and Guidelines

When University members use AI in education and learning, research and development, or administrative activities, ethical regulations or guidelines other than these Guidelines, whether or not they explicitly refer to AI, may apply independently or in conjunction. Members are required to comply with these Guidelines as well as all other applicable regulations.

(6) Keeping Awareness of Responsibility

When University members prepare or generate outputs using AI tools in educational,

research, or administrative processes, they must recognize that they bear full responsibility for the submission and use of such outputs, including responsibility for their accuracy, integrity, and any potential copyright infringement.

(7) Record Keeping

In particular, academic journals and publication venues increasingly impose various duties and verification procedures related to AI use. To avoid unnecessary misunderstandings or issues during research, publication, or assignment submission processes, it is advisable to retain records of the research or assignment preparation process and the development of outputs, including drafts and subsequent revisions.

2. Teaching and Learning

(1) Using AI in Teaching and Learning Processes

Respecting instructors' autonomy and discretion, each instructor should determine, in accordance with the nature of the course, the scope of permitted and prohibited AI use and the reporting requirements for such use. AI tools should be used to support and promote effective learning and must not hinder the development of learners' critical and creative thinking abilities.

(2) [Instructor] Presenting AI Use Policies and Communicating with Students

Instructors should clearly state their policies regarding AI use in course syllabi or equivalent materials and communicate these policies sufficiently to enrolled students.

(3) [Instructor] Preventing Students from Misusing AI

Instructors should understand the limitations and imperfections of AI detection tools and, except where AI use is explicitly permitted under course policies, take care to prevent students from gaining unfair advantages in assignments or examinations through improper use of AI.

(4) [Instructor] Avoiding AI-Dependent Evaluation

Instructors should avoid relying exclusively on AI when evaluating student performance.

(5) [Student] Complying with Course Policies

Students must review and comply with the instructor's course policies as stated in the syllabus or related materials and must report their use of AI tools in the prescribed manner when required.

(6) [Student] Using Within Permitted Scope and Responsibility

Students may use AI tools within the scope permitted by the instructor's policy and should bear final responsibility for such use.

(7) [Student] Keeping Awareness of Disadvantages Resulting from Violations of Academic Ethics

Students should recognize that using AI in ways prohibited by the instructor may be deemed a violation of academic ethics and may result in academic or disciplinary disadvantages.

(8) [University] Supporting Instructors in Establishing AI Policies

The University should provide necessary resources and guidance to enable instructors to clearly specify permitted and prohibited AI use and reporting requirements in course syllabi or related materials.

(9) [University] Supporting for Alternative Teaching and Assessment Methods

The University should institutionally support the development of alternative teaching and assessment methods that do not rely on AI detection tools.

(10) [University] Collecting Feedback and Making Efforts Toward Stable Adoption

Recognizing that diverse perspectives on AI use may arise in educational settings, the University should make efforts, through coordinated policies, to ensure the stable and effective integration of AI into teaching and learning environments.

3. Research and Development

(1) Keeping Awareness of the Social Impact of AI

When using AI in research or developing AI technologies, researchers should recognize public interest and social responsibility and proactively consider the potential societal impacts of such technologies. Care must be taken to ensure that AI systems do not cause discrimination, bias, or safety issues, nor infringe upon human rights or social values.

(2) Re-examining and Cross-Validating Outputs

AI-generated outputs and cited materials may contain errors or biases. Researchers must therefore review such outputs and cross-validate them against existing literature, experiments, and expert judgment.

(3) Using and Disclosing AI-Generated Outputs

Researchers should recognize that incorporating AI-generated outputs directly into research results without modification may be regarded as a violation of research integrity standards within the relevant academic field. When AI outputs are used in research, they must be employed appropriately in accordance with principles of academic honesty.¹

(4) Protecting Research Data and Confidential Information

¹ For example, where AI is used solely for the correction of foreign-language expressions or for grammatical review, such use, analogous to the use of traditional language editing services, does not in itself constitute research misconduct such as plagiarism merely because the use of AI is not explicitly disclosed, provided that it does not violate the policies of research funding agencies, affiliated institutions, academic societies, or scholarly journals.

Researchers must take care to prevent the leakage of sensitive information directly related to research, including research and development plans, research data, project-related information, and personal data of research personnel, during the use of AI. Research data or confidential information should not be unnecessarily entered into or shared with AI tools, and research security requirements and relevant laws and regulations must be strictly observed.

(5) Ensuring Reproducibility and Keeping Records

To ensure research reproducibility, the AI usage process (including prompts, versions, model names, and scope of use) should be recorded and preserved to the extent possible.

(6) Guarding Against Overreliance on AI and Maintaining Creative and Critical Thinking

AI is a research support tool and cannot replace a researcher's scholarly judgment or critical thinking. Core research design and interpretation must be led by human researchers.

(7) Complying with Guidelines of Relevant Institutions and Journals

Researchers must review in advance and comply with the latest policies and ethical guidelines issued by funding agencies, affiliated institutions, academic societies, and scholarly journals.

(8) Managing Technology Development Process Transparently

Individuals involved in the research and development of AI systems should manage the entire development process transparently and endeavor to comply with all relevant regulations.

(9) Preventing Misuse and Establishing Conditions for Safe Use

Individuals involved in the research and development of AI systems should recognize the risk of improper use of the technologies they develop and make efforts to establish conditions for their safe and appropriate use.

4. Administration

(1) Using AI Actively

AI can serve as an important means of improving efficiency and accuracy across various administrative domains, including document processing, data management, and policy support. Accordingly, administrative units should endeavor to proactively adopt and utilize AI to enhance operational efficiency.

(2) Using AI Ethically and Responsibly

When using AI in administrative work, members should go beyond mere convenience and consider fairness and accountability. They must comply with the general principles set forth above and strive for the ethical use of AI in order to maintain trust in administrative operations.

(3) Protecting University Information Assets and Personal Data

When using AI services based on external servers, particular care must be taken to prevent the leakage of University information assets or personal data.